

6 June 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting re FOIA/PA Records, 3 June 1977

Attendees

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A meeting was held between Directorate records officers and FOIA/PA officers to discuss the problem of ensuring that records relating to any FOIA/PA requests are not inadvertently destroyed when that record collection comes due for destruction.

Office representatives at the meeting told how they handle these records. For example, OS and OF FOIA/PA officers maintain complete, separate files of these records. The DDO FOIA/PA officer only keeps copies of the records (in most cases sanitized) which are sent to IPS and complete records on appeal cases. The original documents are kept in the originating office. DDO also uses Form 3955 to flag 201 files which are related to FOIA/PA requests.

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[redacted] C/IPS, keeps the record copy of all correspondence between requesters and the Agency and copies of the actual records sent to a requester. (An agreement was made between [redacted], DDI, that IPS would be responsible for keeping the record copy of all papers related to a request to which DDI has an input.)

All participants at the meeting agreed to the idea of flagging FOIA/PA request related documents in the original files. Those offices that can will keep separate files of

these records. DDO is working on an index to FOIA/PA records which could very well be their method of flagging, but this system will not be operative for some time.

RAB will send copies of Form 3955 to each office represented for their comments on revising it to meet requirements for all offices.



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6 June 1977

MEMORANDUM FOR:

STAT FROM : [REDACTED]
Chief, Records Administration Branch
SUBJECT : FOIA/PA Control Procedures

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1. At our 3 June meeting, it was decided that a copy of the attached Form 3955 be forwarded to each attendee to be used as a guide for determining what elements of information you consider essential to meeting the flagging requirements for the control of FOIA/PA documentation. A new form and corresponding procedures will be designed based on whatever recommendations the various attendees find necessary.

2. Your recommendations and those of the other attendees will be discussed and considered at a meeting on Monday, 13 June, at 10:00 a.m. in Room 2E62 Headquarters.

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Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010072-4

Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010072-4